

~~SECRET~~  
(CLASSIFICATION)

FORUM PANEL RECOMMENDATION		DATE operations / 23 October 1968
<p>RECOMMENDATION ① Do a systems analysis of the DDP. Identify functions and compare and evaluate records systems now in being to eliminate duplication and waste and provide the most efficient records system in light of current technology to do the work of the desk services.</p> <p>② <del>RECOMMEND</del> microfilming criteria for the DDP to include historical <sup>vital</sup> interest and the complete operational record. Keep the</p> <p>EXPLAIN RELATED REASONS OR PROCEDURES hard copy only for current work of the desk to be destroyed when no longer active and provide the desks with microfiche copies of inactive operational &amp; subject files as chores.</p> <p>③ Develop a system for handling audio transcripts so the intelligence product can be retained in microfiche and the audio tape can be destroyed.</p>		
SIGNATURE OF PANEL MEMBER	PANEL GROUP NUMBER 25X1A9a	
PANEL GROUP COMMENTS	SI 25X1A9a	
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CENTRAL PANEL REVIEW		
ACTION	25X1A9a	

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